

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1750.13A

04-09-90

SUBJ: FAA LIBRARY PROGRAM

1. **PURPOSE.** This order establishes responsibilities and standards for administering the FAA Library Program.
2. **DISTRIBUTION.** The order is distributed to Agency Libraries, Management Systems Divisions or Management Resource Divisions in each region, Management Services Division at the Aeronautical Center, and Resource Management Service at the Technical Center.
3. **CANCELLATION.** FAA Order 1750.13, FAA Library Program, dated March 6, 1973, is canceled.
4. **EXPLANATION OF CHANGES.**

- a. The annual reporting requirements to AMS have been eliminated.
- b. Text has been changed to show the responsibilities of the Paperwork Management Branch, AMS-410, for administration of the FAA Library Program.
- c. FAA forms and references to other agency directives have been updated and amended.
- d. Redundant, outdated, and superfluous material have been deleted.

5. **DEFINITIONS.**

Acquisition. The area of library service concerned with selecting and obtaining books, periodicals, and other library materials by purchase, exchange, or gift, together with the maintenance of the necessary records of these additions.

Bibliography. A list of documents pertaining to a given subject or authority.

Cataloging. The process of preparing a catalog or entries for a catalog. In a broad sense, all the processes connected with preparing and maintaining a catalog, which include classification and assignment of subject headings.

Cataloging Data. Those elements of bibliographic information, such as author, title, publisher, place of publication, date, series, and pagination, which are used in cataloging a book or document.

Classifying or Classification. (1) A systematic scheme for the arrangement of books and other material according to subject or form; (2) The assigning of books to their proper places in a system of classification.

Index. (1) A list of topics, names, etc., treated in a book or group of books, with references to pages where they occur; (2) A card list in a library of references to material on a special topic, subject, etc.; or (3) A guide to material arranged by a different scheme from that used for the material itself, e.g., a list in a special library by trade name of material filed by name of company.

Key Word in Context (KWIC) Indexing. A method of indexing which uses the titles of documents as their subject analyses, bringing each significant word in turn into the filing position.

Distribution: A-W (MS)-2; A-XYZ (MS/RM)-2; ZMS-411

Initiated by: AMS-410

Library Materials. Those books, periodicals, and non-book items provided by a library for its clientele. This does not include equipment with which to see, hear, or read the items.

Microfiche. A 105mm x 148mm sheet of film containing multiple microimages of a publication in a grid pattern and an eye readable title/header.

Microform. Library material which has been photographically reduced in size which must be read with help of enlarging equipment, e.g., microfilm, microfiche.

Non-library Materials. Materials such as administrative books, periodicals, and other publications purchased for organizations other than the library.

Periodical. A serial appearing or intended to appear indefinitely at regular or stated intervals, which normally contains separate articles, stories, or other writings. Newspapers disseminating general news, and the proceedings, papers, or other publications of corporate bodies primarily related to their meetings are not included in this term.

Reference Collections. A special collection of library materials used to provide answers readily to questions of a factual nature.

Reference Services. Those activities undertaken in anticipation of user demand as well as those undertaken in response. Activities include abstracting, reference work, bibliography compilation, literature searching, and research.

Serial. A publication issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals, etc.

Weeding. The systematic retirement of material from a library's collections in order to make the collection more meaningful to readers by eliminating publications which are out of date or of minor value as subject matter and by eliminating multiple editions. The material may be: (1) assigned to storage collection; (2) transferred to another library; or (3) discarded.

6. FAA LIBRARY PROGRAM.

a. The FAA Library Program is designed to provide a system to acquire, process, and disseminate throughout the agency the latest published domestic and foreign information in aviation technology in support of programs such as Air Traffic Control, Aviation Medicine, Aircraft Certification, Basic and Applied Research in Aeronautics, and other information of interest to FAA.

b. To accomplish this, the program is geared to meet short- and long-range requirements for information services through a library network where pertinent information is collected, processed, and disseminated.

c. The network is comprised of the FOB 10A Services Section of the Department of Transportation Library, the Aeronautical Center and CAMI libraries in Oklahoma City, the Technical Center library in Atlantic City, and regional headquarters libraries where they exist.

7. OBJECTIVES. The primary objectives of the program are to:

a. Provide the FAA with library capability which is responsive to the information needs of the work force and the aviation public.

b. Assure economies by avoiding duplication of effort and reduce the lead time of FAA projects.

c. Improve professionalism of the work force to enhance technical, administrative, and program management.

d. Establish and maintain management guidelines and operational standards throughout the agency that will improve the dissemination of information.

8. RESPONSIBILITIES. Agency responsibility for implementation and administration of the program is vested in the Office of Management Systems, Management Standards and Statistics Division, Paperwork Management Branch, AMS-410. This includes information retrieval activities in support of library services and coordination of matters pertaining to the support services furnished to FAA libraries and personnel by the Departmental Library (M-49). To meet this responsibility, AMS-410 shall establish and maintain a system to:

- a. Provide administrative program guidance to FAA libraries.
- b. Review and comment on FAA library system budget.
- c. Conduct management studies to determine agency requirements for library services.

9. ROLE OF LIBRARY.

a. The FAA libraries should be user and service oriented. They exist solely for the purpose of providing practical information to FAA organizations and individuals. To ensure service responsiveness to users, each region and center which has a library is responsible for managing the daily operations of the library.

b. To facilitate the services which libraries provide throughout the agency, direct communication among libraries is encouraged in such matters as inter-library loans, reference work, literature searches, and other technical matters designed to enhance the services of the libraries. To be most effective and responsive to the needs of the users, FAA librarians shall:

(1) Maintain liaisons with heads of their local operating elements in order to anticipate daily library services and to identify short- and long-range information requirements needed to meet FAA mission objectives.

(2) Develop operating standards and procedures for providing efficient library services and adequate utilization needed to meet FAA mission objectives.

(3) Work closely with regional counsels in maintaining the law library collection materials, or where this function is assumed by the regional counsel, to serve as a professional advisor and assistant on library programs involving the law collections.

10. QUALIFIED PERSONNEL. At a minimum, each FAA library should require the services of a qualified librarian. Wherever possible, it is desirable to augment the services of the librarian with a library assistant/aide or a clerk-typist. Large libraries where services are varied, holdings are extensive, and activity is high may require additional full-time or part-time assistance.

11. BUDGET. The manager of each library is responsible for proposing and justifying the funds needed to provide library services in response to user needs. To be most effective in this critical function, each librarian should have an understanding of budget procedures.

12. FACILITY. FAA library facilities should be adequate in size and conveniently located. The arrangement of rooms, bookstacks, shelving workspace, displays, and files should take into consideration the size and convenience of the staff, security of property, and usefulness to the potential customer.

13. LIBRARY PUBLICITY. The main purpose of library publicity is to attract persons who are not active library users and to keep the regular library customers informed of new or additional services.

14. LIBRARY SERVICES TO REGIONS NOT HAVING AN FAA LIBRARY. FAA libraries shall make every effort to respond to requests for services from regions which have not established a formal library. The regions involved in this type of arrangement are responsible for effecting working agreements which delineate the nature and extent of services to be provided and any necessary funding arrangements for defraying the costs involved.

15. ROTATING LIBRARIES. Library services should be provided in each region or center from one central source. This does not preclude the use of rotating libraries or deposit book collections designed to serve personnel at remote installations. Such collections shall be arranged by and be under the control and direction of the librarian.

16. PURCHASING PUBLICATIONS. The manager of each FAA library shall initiate procurement requests for publications required by the library. Each manager is responsible for exercising professional judgment in procuring the kind of publications which are needed to maintain a balanced library collection in support of local needs. FAA personnel may recommend the purchase of publications for the library collection. These recommendations shall be evaluated by the librarian, and action will be taken in accordance with their findings. Libraries shall maintain appropriate purchasing records as prescribed by the local procurement regulations.

17. BOOKS. The librarian shall indicate on the purchase requisition those dealers who offer the best services and/or prices to the Government. It is recognized that in some instances, publications are available from the publisher or the originating office, and also that the requirements of the Federal Supply Schedule must be observed. The use of blanket purchase agreements is recommended whenever this arrangement is in the best interest of FAA.

18. SERIALS AND PERIODICALS. It is recommended that, when possible, standing orders be placed on continuations and other serials to avoid delay in procurement and to minimize follow-up action. Periodicals may be ordered on multiple year subscriptions when this will result in savings and the librarian is certain that the agency will have a continuing need for the periodical. In making this type of procurement, consideration must be given to the availability of funds for the particular year in which the purchase is made.

19. SPEECHES AND ARTICLES. As a general rule, speeches and articles are sent to libraries as gifts by various sources. However, there may be times when libraries will need to purchase this type of material. In this case, it is usually more convenient to purchase the needed items directly from the source rather than through a regular dealer because, in general, dealers do not find enough profit in handling this type of purchase.

20. GOVERNMENT PUBLICATIONS. It is recommended that Government publications available only by purchase from the Superintendent of Documents should be obtained by Government Printing Office (GPO) coupons or deposit accounts as specified in the Monthly Catalog of Government Publications. Also, deposit accounts should be used to obtain documents available only by purchase from the National Technical Information Service (NTIS). DOD-sponsored R&D reports may be obtained without charge from the Defense Technical Information Center (DTIC) in hard copy or microfiche.

21. VENDORS PERFORMANCE. Repeated failure of vendors to provide satisfactory services shall be documented, and the documentation forwarded to the appropriate contracting office for appropriate action. Unsatisfactory vendor service may warrant cancellation of the arrangement with vendor.

22. REQUISITION. Each center and regional headquarters shall establish one central point for approval of requisitions for non-library books and subscriptions for periodicals, magazines, and/or journals. This should provide the mechanics for avoiding unnecessary purchasing or duplications of procurement actions for publications. Justifications must accompany each requisition indicating its necessity for the official business of the agency.

a. These requisitions shall be forwarded to the designated official for review and submission through normal channels to the procurement office for processing.

b. The designated official shall review the requisitioned items to determine whether they are available through library resources, either on loan or by routing, thus reducing the need for purchase. The designated official is responsible for

challenging any apparent non-essential purchases and may require the requisitioning office to furnish additional justification for processing of these materials. The librarian provides assistance as to the most appropriate procurement source and may provide bibliographical assistance.

c. Subscriptions to publications such as the "Aviation Daily" and "World Aviation Directory" shall be controlled by the designated official at the central control point in order to receive maximum discounts and to ensure effective utilization of these publications through proper routing.

d. For certain standard periodicals, where it is known what requirements will continue indefinitely, multiple-year subscriptions may be placed to secure better prices or avoid clerical costs of annual renewals, provided that funds are available to cover the advance payment required for this type of procurement.

e. No accountability records shall be maintained by FAA libraries for publications which have been designated as "non-library material."

23. BULK ORDERS. Provision shall be made within the responsible procurement organizations to process requests for purchases so that when any item is in particular demand, it can be purchased under bulk-rate provisions in order to effect savings to the agency.

24. LIBRARY MATERIALS. All library books, periodicals, technical reports, microforms, pamphlets, manuals, technical orders, specifications, etc., are under the administrative control of the individual libraries. Libraries shall maintain shelf lists as accountable records for only their cataloged materials. When cataloged materials are discarded, this will be recorded on the shelf list card by lining out the copy involved, noting date of action, and a one-word reason for discarding such as "duplicate," "worn-out," "obsolete," etc. When the last copy of a cataloged title is discarded, the library is required to retain the shelf-list card for that title for no more than 1 year.

25. BORROWER RESPONSIBILITY.

a. **Materials on Loan.** It is necessary that all library materials on loan be returned to the agency library from which they were borrowed within the time limitation prescribed by the library or prior to the employee's leaving the place of employment. Appropriate clearance forms will be used to clear loan records.

b. **Unreturned or Damaged Library Materials.** The following provisions govern the liability of borrowers when library materials charged to them are not returned or are damaged.

(1) Borrowers are required to replace or pay for books or other library materials which are lost or destroyed while charged to them. Library materials damaged to the extent that the cost of their repair will equal or exceed 60 percent of their acquisition cost will be considered to have been destroyed. Borrowers are required to pay the actual cost of repair of damaged materials if the cost is less than 60 percent of the actual cost.

(2) The value of a book, periodical, report, or other library materials will be the list price as indicated in trade publications.

(3) If good and sufficient reasons are presented by the borrower, the librarian may excuse the borrower from replacing or paying for lost or damaged books or other library materials when the total value involved does not exceed \$35.00.

(4) If the total value involved exceeds \$35.00 and the borrower believes he/she should be relieved from liability, he/she must prepare, and submit to the librarian concerned, FAA Form 4630-8, Report of Survey. With the exceptions and qualifications listed below, FAA Form 4630-8 shall be handled in the manner described in Order 4633.1, Physical Inventory, paragraph 29. As used in the context of Order 4633.1:

(a) The borrower is considered the "custodian."

(b) Notice to law enforcement agencies by the custodian is not required.

(c) The librarian concerned is considered to be the "accountable officer."

(d) The "reviewing official" in the regions and centers is the Manager of the Management Systems Division, Resource Management Division, or Management Services Division.

(e) Without regard to the total value involved, the reviewing official will normally make final determination in the case without convening the Board of Survey. If he/she determines that the facts warrant such action, or if the custodian specifically requests it, a Board of Survey may be appointed by the reviewing official to review the case and make recommendations.

(5) At field facilities not having librarians but which receive and handle loans from libraries, the manager of that installation or his/her appointed representative will function in the place of the librarian in the above-listed activities.

26. GIFT MATERIALS. The librarian is responsible for the acceptance or rejection of all unsolicited materials offered to the library. Gift materials which are considered inappropriate or unrelated to aviation shall be destroyed. Accountability records shall be maintained for those gift materials which have been accepted by the library.

27. SPECIALIZED LIBRARY MATERIALS.

a. "Specialized library materials" include: technical orders, research and technical reports, FAA Academy manuals, Department of Defense (DOD) nomenclature cards, regulations, specifications, standards, Congressional materials, loose-leaf services, etc.

b. These specialized library materials are all expendable. Only in the rare cases where they are cataloged and classified will a shelf-list record be kept. In other cases, appropriate records will be kept to coincide with the format and use of the materials. For economic reasons, recordkeeping should be kept to a minimum.

28. CATALOGING. The librarians are responsible for determining which type of material received by the library shall be cataloged. Cataloging and classification is a technical activity which requires professional direction and close operational supervision. Accordingly, all librarians shall ensure that this function is performed in accordance with established professional library standards.

29. LIBRARY OWNERSHIP. Books received in any agency library, which are to become part of the collection, shall be stamped to show library ownership. A shelf-list card shall be maintained for each book controlled by the library. The shelf-list card will serve as a bibliographic and accountability record for all the books in the library collection. Books are to be classified according to the Library of Congress classification, using expansion for aeronautical material. For subject cataloging, Subject Headings used in the Dictionary Catalog of the Library of Congress is used as authority in conjunction with Aviation Subject Headings. A public dictionary catalog should be maintained according to ALA rules for filing catalog cards.

30. LIBRARY OF CONGRESS CARDS. In order to expedite classification and cataloging and to save professional and clerical time, it is recommended that commercially printed catalog cards be used. These cards come in ready-to-file sets for each title and furnish both a classification number and suggested subject heading. Printed cards can be obtained for a nominal rate from the Library of Congress. They can be readily adapted to local needs in cases where minor changes are required.

31. DISPOSAL PROGRAM. Libraries shall establish and maintain disposal criteria for the purpose of discarding obsolete or superseded materials from the collection. As appropriate, technical personnel may be consulted by the libraries to assist in the formulation of the basic criteria. Also, technical personnel may be utilized to help the libraries determine

whether to discard or retain publications which do not fall within the established criteria. The disposal of obsolete material from the collection shall be performed at the discretion of the librarian.

32. SERVICE ATTITUDE. FAA librarians should keep in mind that they are part of a service organization dedicated to improving the flow of information between the source and user. Accordingly, the librarian's primary duty is to assist agency personnel to obtain pertinent and timely information in support of their requirements. In order to accomplish this objective, it is important that the librarian not only be familiar with the subject content of local reference collection, but also other sources of information (e.g., Library of Congress, NTIS, NASA, DTIC, etc.), where one can obtain the right information at the right time for the library patron.

33. REFERENCE SERVICES. Some of the activities which are performed in reference work are ready reference, answering research questions, readers advisory service, and the compilation of special bibliographies. In providing these types of services, the librarian should exercise judgment as to the need and the amount of available resources to perform these activities. Reference work is one of the most technical phases of library activities in that each person's inquiry is a separate case which must be handled individually. Reference services are a professional activity which cannot be effectively handled by untrained assistants.

34. PUBLIC AVAILABILITY OF INFORMATION. Libraries having operational responsibility for a document inspection facility shall abide by the provisions outlined in Order 1200.8, Public Information Activities and Programs.

35. CIRCULATION RULES. Agency librarians shall make no "indefinite loans" of materials which have been designated as being part of the reference collection. Each library shall circulate books and other material in accordance with locally established procedures. As a minimum, the procedures should include the following points: maintenance of records of items loaned to patrons at any one time; length of loan period; registration techniques; clearance systems; overdue notices; and renewals. In addition, each library patron shall be required to clear his/her library account (circulation records) before leaving the agency.

36. INTER-LIBRARY LOANS. Libraries shall establish and maintain inter-library procedures responsive to the needs of the local community and the lending library. The rules of the lending library will be strictly followed. Libraries will ensure that all local means have been exhausted before borrowing materials from other libraries. In cases where there is a significant and continuous demand for borrowing certain types of material, the librarian should evaluate the situation and decide whether to procure the material or continue borrowing it from other libraries.



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